

NORTH CAROLINA SHERIFFS' EDUCATION AND TRAINING STANDARDS COMMISSION

NORTH CAROLINA DEPARTMENT OF JUSTICE



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Supplement to Form F-8

web version

Summary of Background Investigation

NOTE:

This supplement is meant to be a guide in the background investigation process for justice officers. Hopefully, it will assist you in conforming to hiring practices common to those agencies who must comply with the American with Disabilities Act of 1990.

MINIMUM GUIDELINES FOR CONDUCTING A BACKGROUND INVESTIGATION ON "JUSTICE OFFICER APPLICANTS"

The investigator should collect the following documentation from the applicant prior to starting the investigation.

- (1) General release forms-signed by applicant.
- (2) Personal History Statement (Form F3).
- (3) Birth Certificate.
- (4) Proof of educational attainment (high school or GED equivalent, etc.).
- (5) Military records-discharge papers, copy of DD214.
- (6) Photo of applicant.
- (7) Educational transcripts; and
- (8) Drug results.

Optional documentation to collect:

- (1) Polygraph examination results, if the polygraph is conducted prior to Conditional Offer of Employment;
- (2) Physical Ability test results; if the agency uses such a test; and
- (3) Local and State applications forms or other pertinent information furnished by local or State agency that is eligible for consideration prior to Conditional Offer of Employment.

The investigator should then do the following:

- (1) Carefully read all information submitted;
- (2) Pay specific attention to any period of time unaccounted for by the employment or schools;
- (3) Note past employment data and reasons for separation;
- (4) Be prepared to summarize and document the entire process required to complete the pre-offer;
- (5) Check to see if applicant has previously applied;
- (6) Contact applicant and ask for any further information needed;
- (7) Check all local, state, military, NCIC, FBI records and document;
- (8) Compare actual record to applicant's answers to related questions of the Personal History Statement. If discrepancies are noted, Rule .0305(c) requires the agency to provide the applicant the opportunity to update the F-3 prior to the submission to the Division.

If applicant has a criminal record, investigator must obtain certified true copies of charges and convictions.

If applicant is a female, check maiden and married name.

- (9) Verify all educational attainments.
- (10) Verify driving record and license through DMV or DCI terminal.
- (11) Verify all references and account for time at these addresses.
- (12) Verify any previous certification or basic training with the Sheriffs' Standards Division.
- (13) Verify Social Security number.

PERSONAL CHARACTERISTICS:

Inquire to applicant's suitability as an officer to include ability to perform essential and marginal job functions, and to possess the necessary personal qualities of an officer-(honesty, reliability, impartiality, ability to manage personal finances, interpersonal finances, interpersonal skills, and Integrity).

FAMILY INFORMATION:

(BIOGRAPHICAL DATA)

- (1) Interview family and friends;
- (2) Determine marital status (note previous marriages or previous names -compare to response to question #1 on F3); and
- (3) Acquire information on spouse, parents, and children.

EDUCATIONAL BACKGROUND:

- (1) Interview past employees, applicant's supervisors and co-workers;
- (2) Verify dates employed and reasons for leaving; and
- (3) Determine past work performance (inquire as to the actual job duties of applicant, work attendance, quality work performance for both essential and marginal functions.)

CREDIT HISTORY:

Certify credit report contacting local business where applicant has had credit and or the local Credit Bureau.

CRIMINAL RECORD:

Verify collected documentation and be sure to check all localities where applicant has resided, attended school, worked, or was in the military. Compare actual record to applicant's answers on related questions of the Personal History Statement.

REFERENCES:

Interview references and record statements and recommendations; note relationships; develop additional references; and inquire as to the applicant's suitability to perform the essential job functions for the position for which he/she is applying.

The investigator's documentation should include pertinent quotes from individuals interviewed.

Post Conditional Offer Employment

Agencies are required under the ADA to defer all medical inquiries until after the Conditional Offer of Employment.

Mental, Emotional and Physical Capabilities for Performing Justice Officer Work:

- (1) Medical History Statement (F1)
- (2) Medical Examination Report (F2)
- (3) Psychological screening results (if utilized)

Try to determine the mental, emotional and physical capability of the applicant by interviewing family and physician to determine whether there have been any mental problems that have never been treated;

**Be alert for any psychological treatment or history of mental illness;
Try to determine if applicant can work under and handle stress.**

- (4) Polygraph screening results (if utilized)

Investigation Summary:

The investigator should summarize the results of the medical screening. The investigator should also summarize information pertaining to:

- (1) Any reasonable accommodation requested by the applicant; and
- (2) Any information which would indicate that the applicant will require an accommodation to perform an essential job function.

REQUIRED ATTACHMENTS

The following documentation must accompany your Background Investigation submission to the Sheriffs' Standards Division. Please submit original documentation and keep a copy for your files. **Include ALL names by which the applicant has ever been known on ALL records checks.** Ensure applicant has provided a complete response to question #1 of the F-3, with **ALL** previous names listed. Please provide a satisfactory explanation for any records that may result that do not pertain to the applicant.

Certified county-wide criminal history records checks from **each jurisdiction where the applicant has resided for the past ten (10) years AND from the jurisdiction where the applicant attended high school.** Ensure applicant has provided a complete response to question #17 of the F-3, with no "gaps" in time.

- (1) State-wide AOC records check
- (2) NCIC records check
- (3) North Carolina DMV records (if the applicant has ever been licensed in North Carolina)
- (4) Out-of-state motor vehicles check
(if the applicant has ever been issued a driver's license by a state other than North Carolina)

Certified and true copies of any and all charges/dispositions.

Please note that if the Division has received a complete Background Investigation (Form F-8) with all accompanying documentation with a previous application for an individual, that material does not need to be resubmitted. The subsequent Background Investigation would need only to include required documentation dating from the last background investigation to the present.